

## **Form DA121 – Condition Report for Motor Equipment INSTRUCTIONS**

**Form DA121 – Condition Report for Motor Equipment is available on LPAA Website at:**

<http://www.doa.louisiana.gov/lpaa/forms/form-condreport.pdf>

### **Purpose:**

- Used to report condition of a state owned vehicle for trade-in or surplus to LPAA.

### **Preparation:**

- Form must be typed or completed in blue or black ink. Pencil entries are not acceptable
- **All entries must be clearly and legibly written or typed**

### **Sections of Form:**

1. **STATE AGENCY:** DCFS
2. **AGENCY NUMBER:** First five (5) digits of state property tag number (17500, 18700 or 43500)
3. **BF-11 Number:** Transfer number will be completed by DCFS Fleet Manager.
4. **PROPERTY TAG Number:** Entire eleven (11) digit state property tag number
5. **YEAR & MAKE:** Year and make of state owned vehicle
6. **VIN/SERIAL NUMBER:** Entire seventeen (17) digit VIN number of vehicle
7. **MODEL:** Model of state owned vehicle
8. **BODY TYPE:** Body type (i.e. Sedan, Van, Truck, etc.)
9. **MILEAGE:** Current odometer reading
10. **LICENSE NUMBER:** License plate number
11. **COLOR:** Color of state owned vehicle

12. **ENGINE:** Place a check mark by engine size
13. **REQUISITION NUMBER:** Purchase order number of replacement vehicle, if one is being purchased
14. **TRANSMISSION TYPE:** Automatic or Manual
15. **CONDITION AND DATE LAST REPAIRED:**
  - All applicable boxes must be completed
  - If typing on the PDF version, be sure to change the drop down boxes to the most accurate description (GOOD, FAIR or POOR)
  - If filling in form by hand, change the condition from GOOD to FAIR or POOR, if needed)
16. **IF THE VEHICLE CANNOT BE DELIVERED TO BATON ROUGE:**
  - Give reason
  - Give vehicle's location – include address and city
    - o If vehicle is currently at a location where storage fees are being incurred, all fees must be paid in full before LPAA will go out to pick up the vehicle
17. **CONTACT PERSON:** The name of person who will be the point of contact for surplus pickup or questions from LPAA
18. **TELEPHONE NUMBER:** Telephone number of the contact person
19. **DATE:** Date form is completed
20. **YOUR EMAIL ADDRESS:** Email address of contact person

**Disposition:**

- Fax or scan a copy to the DCFS Fleet Manager, along with photographs of the state owned vehicle, and an Asset Action form
  - o Include a photograph of each side of the vehicle
  - o Make sure to include a clear photograph of the license plate
- The original is retained in the local office files

**Retention:**

- Retain the form per [DCFS Policy 6-02 Retention of Departmental Records](#)